**WHISTLER COMMUNITY SERVICES SOCIETY**

**Healthy Choices Facilitator**

**JOB STATUS**: Fixed term starting November 1st, 2021 to May 1st, 2022 with possibility to extend

**HOURS:** 32/hours per week:

**REPORTS TO**: Outreach Program Manager

**SPECIAL REQUIREMENTS**: This job requires some travel between Whistler and Pemberton. Compensation for mileage is provided. Vulnerable sector check is required upon hiring.

**WCSS MISSION STATEMENT:** To support and advocate for a healthy community

**WCSS VALUES:** Trust, Respect, Inclusion, Advocacy, Collaboration

**OVERVIEW:**

* The Healthy Choices Facilitator provides primary prevention and early intervention education within schools in Whistler and Pemberton. You work with school personnel with support of WCSS Outreach team to work alongside students with issues regarding substance use challenges, gender-based violence, nutrition, resiliency, asset building and mental health/illness.
* You will support the Outreach team in engaging with individuals who may be experiencing mental/physical health challenges, financial insecurity, substance use, relationship challenges and parenting or prenatal support and make appropriate referrals.
* You will closely collaborate with the Food Security team with various tasks including intake and greeting community members during open food bank hours, assist with drop in food bank requests as needed as well as be a part of the WCSS Administration team primarily on Sundays to answer incoming inquires and direct folks to the appropriate WCSS personnel.

**DUTIES AND RESPONSIBLITIES**:

* Support students at risk for substance use challenges, gender-based violence, nutrition, resiliency, asset building and mental health/illness
* Develop prevention-based curriculum in cooperation with the WCSS Outreach team
* Provide information for students, teachers, administration and families about mental health and support services available by providing in class presentations
* Assist teachers and administration by fostering a culture of healthy choices
* Receive and maintain feedback and data
* Offer liaison support with other agencies, government officials and the community
* Great all visitors to office space, answer incoming phone calls and emails and direct to the appropriate person or service or take appropriate follow up notes during scheduled time
* Provide support to Outreach, Administration and Food Security teams with diverse tasks
* Develop relationships of mutual trust and respect with clients and community partners
* Refer all clients to appropriate community services and programs when needed
* Follow all WCSS policies and procedures and adhere to the Covid19 Exposure Plan
* Actively contribute to a culture of collaboration that supports equity and work life balance.

**YOUR PROFESSIONAL EXPERIENCE CAN INCLUDE:**

* Experience in a mentorship role for children/youth in a learning environment
* Experience in Education or Social and Emotional Learning Framework or equivalent experience
* Experience presenting and leading discussions to large groups in a school or school-like setting
* Mental Health First Aid, Safe Talk & Assist Training and Cultural Competency are an asset

**PERSONAL ATTRIBUTES AND KEY SKILLS:**

* A flexible, self-motivated team player with resiliency and adaptability
* Effective time and task management skills
* Self-motivated and ability to make own schedule that fulfills organization and school needs
* Excellent communication skills both verbal and written
* Sound self-care strategies with professional boundaries
* Has knowledge or willing to gain knowledge on local resources and how to make referrals
* Proficient in Microsoft Office, social media platforms, e-mail, and Jane App
* Possess social and cultural awareness and sensitivity or commitment to anti-racism and anti-oppression training and to show allyship to marginalized communities
* Ability to interact courteously and professionally with students, families, and school staff with diverse backgrounds
* Enjoys working in a flexible and adaptable work environment and has a “can-do” attitude